Construction e-Marketplaces

Construction e-Marketplaces

The User Guide

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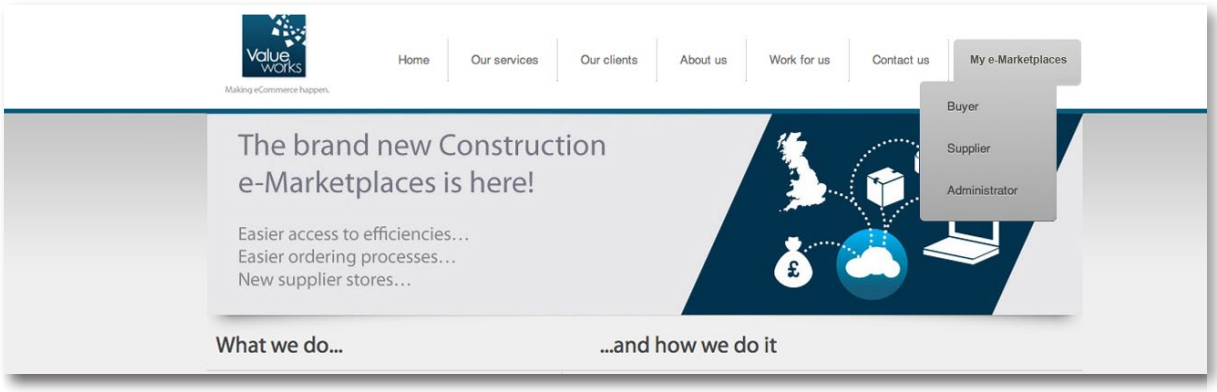
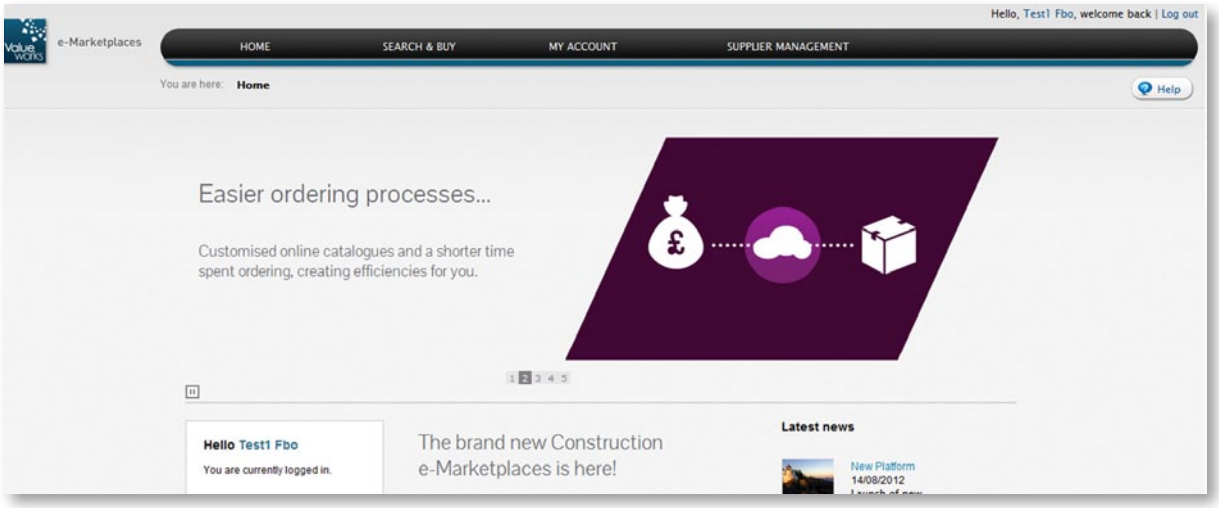
1.0 **Login Process**

To access Construction e-Marketplaces, go to the Valueworks website homepage at www.valueworks.co.uk

1. Click the tab in the top right hand corner called 'My e-Marketplaces' (note this used to be called 'My Account'). Choose either the Buyer, Supplier or Administrator option.
2. Enter your username and password. Select Login



You will arrive at the Construction e-Marketplaces homepage (below):



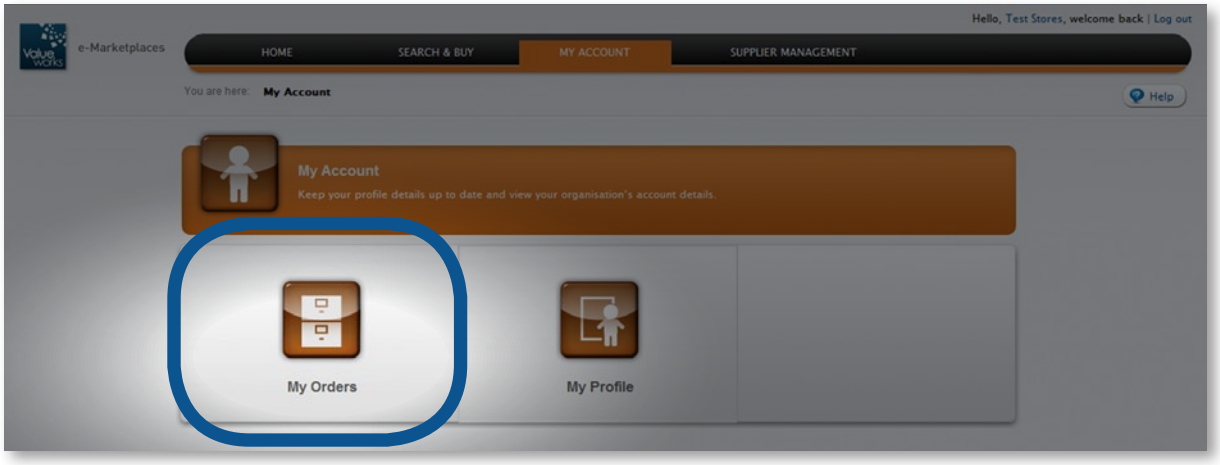
2.0 **My Account**

By clicking onto the 'My Account' area in the top of the header bar (circled), you can access your account and view and edit your personal details.

Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Home
Help
Welcome to the brand new Construction e-Marketplaces...
Shaped by customer feedback, for an enhanced procurement experience.
Hello Test Stores
You are currently logged in.
Log out
The brand new Construction e-Marketplaces is here!
We've listened to our customers and the result is here - the brand new Construction e-Marketplaces.
Complete with a more user friendly design, simplified ordering processes, new look online catalogues and supplier stores, it's a whole new experience for you.
Easier access to efficiencies...
Easier ordering processes...
New supplier stores...
Try Construction e-Marketplaces for yourself today.
Latest news
News
08/08/2012
All the latest news.
More news - click here
Home
Need Help?
Terms of Use
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
Hint: You can also access the My Orders and My Profile areas by clicking here in the footer

2.1 **My Orders**

Through this section, you can access your Construction e-Marketplaces account. Click on 'My Account', then choose the 'My Orders' button below (note, if you clicked on 'My Orders' in the footer, you will skip the screen below):



Please note:

If you have only one consortium available to you and no Legacy e-Marketplaces (i.e. 'old contracts'), on selecting 'My Orders' you will be directed straight into Construction e-Marketplaces and logged in automatically.

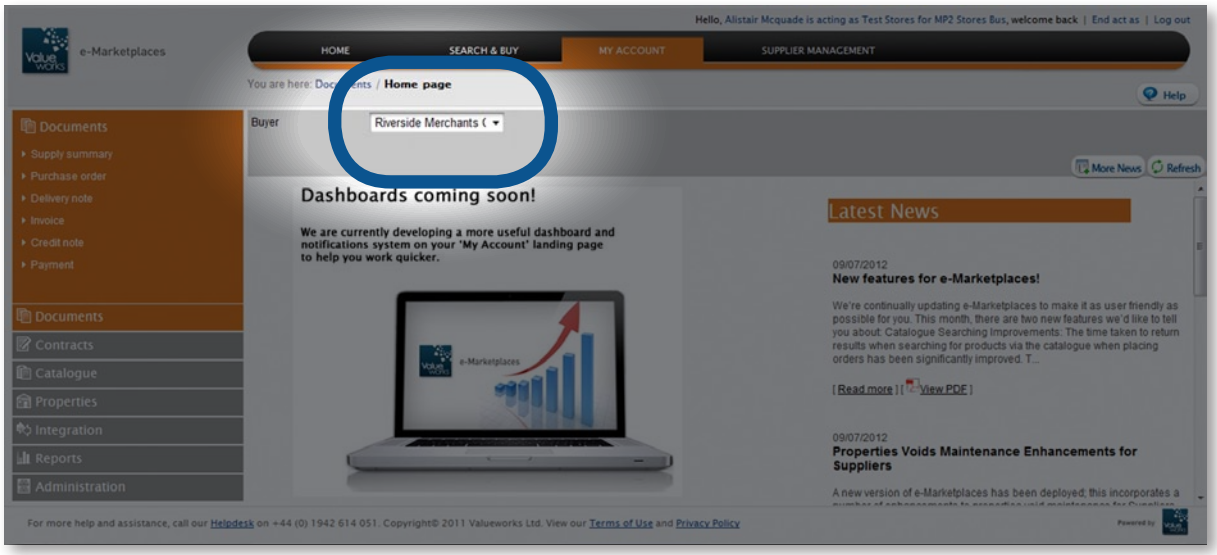
If you have more than one consortium available to you, you will be directed to a 'Consortium Landing Page' similar to the one shown on the next page.

Legacy e-Marketplaces

If you have old contracts to view (pre 2010/11), clicking on one of these icons will direct you to the login page for the selected Legacy e-Marketplace. Here you will have to re-enter your login details to gain access.

e-Marketplaces

By selecting one of the individual consortium logos you will be directed to the current version of Construction e-Marketplaces and automatically logged in (see below).



3.0 **Search & Buy**

This section is relevant to those of you who place catalogue orders.

Am I placing catalogue orders?

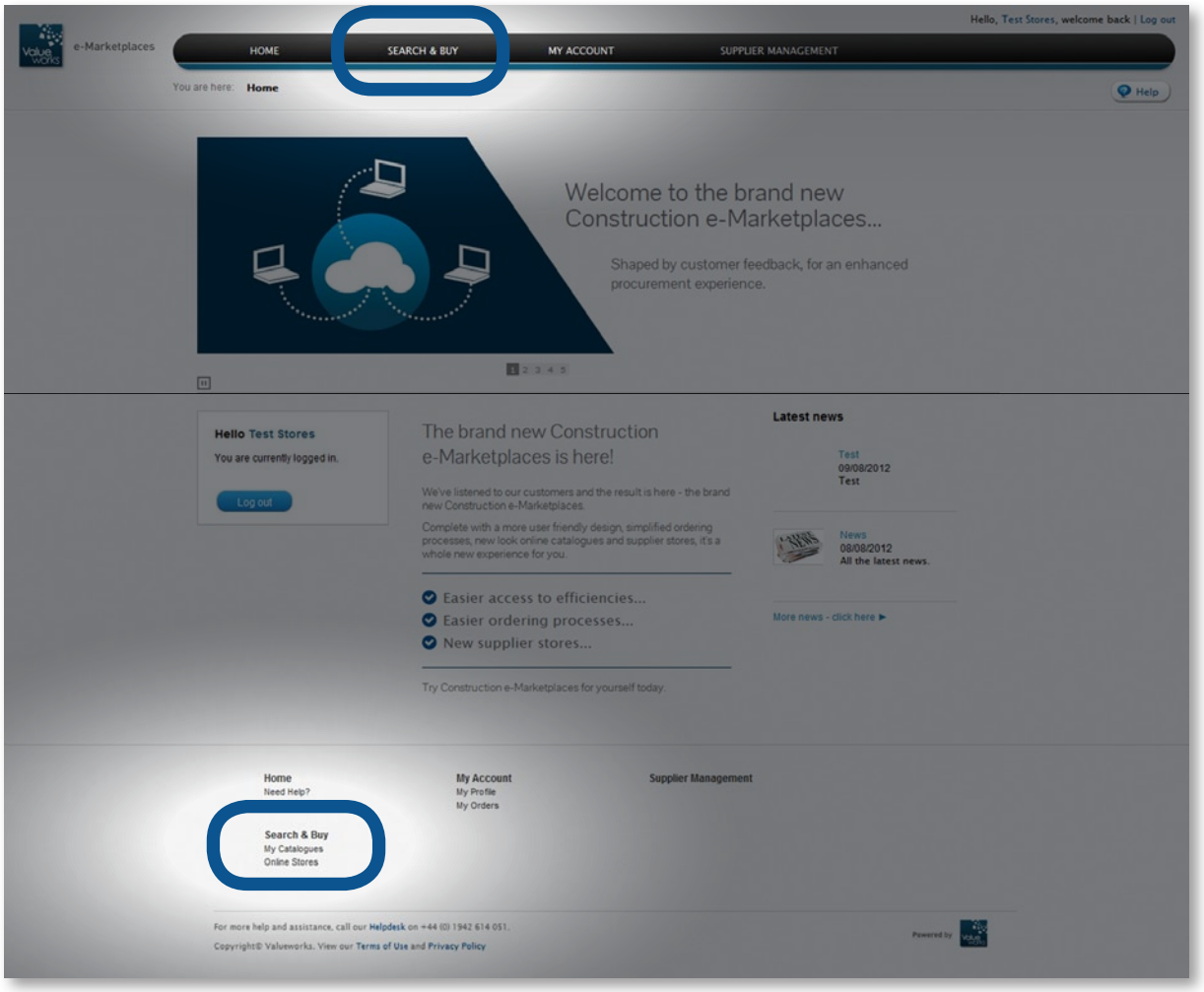
If you currently start your order through the catalogue tab of Construction e-Marketplaces, then you place catalogue orders. Those of you who only place orders through the documents section and order against a template do not – so this Search & Buy section is not relevant to you.

What are the benefits of Search & Buy?

This new way is ideal for quickly searching through catalogues and easily placing single orders in 3 easy steps. You can also view products grouped together by supplier in supplier specific online stores.

However, if you want to place bulk catalogue orders, you can still use the system the old way.

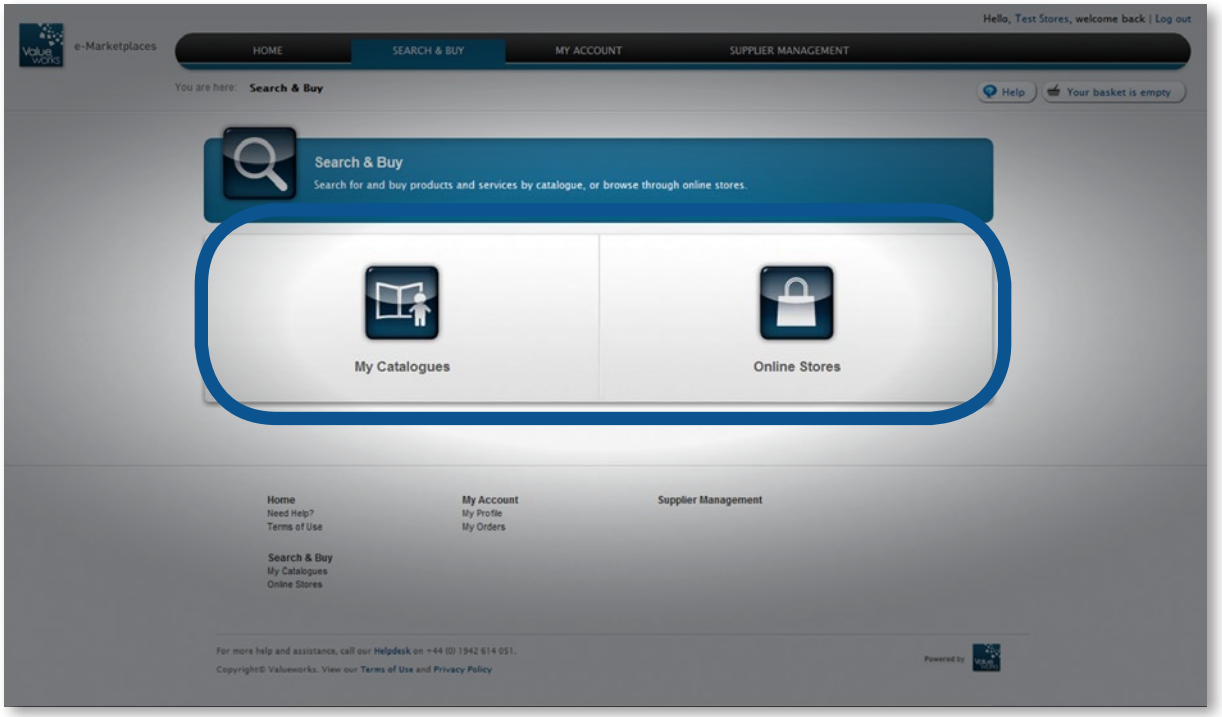
You can access the Search & Buy area in one of two ways, circled below:


e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
Hello, Test Stores, welcome back | Log out
You are here: Home
Help
Welcome to the brand new Construction e-Marketplaces...
Shaped by customer feedback, for an enhanced procurement experience.
Hello Test Stores
You are currently logged in.
Log out
The brand new Construction e-Marketplaces is here!
We've listened to our customers and the result is here - the brand new Construction e-Marketplaces.
Complete with a more user friendly design, simplified ordering processes, new look online catalogues and supplier stores, it's a whole new experience for you.
Easier access to efficiencies...
Easier ordering processes...
New supplier stores...
Try Construction e-Marketplaces for yourself today.
Latest news
Test
09/08/2012
Test
News
08/08/2012
All the latest news.
More news - click here
Home
Need Help?
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
For more help and assistance, call our Helpdesk on +44 (0) 1942 614 051.
Copyright© Valueworks. View our Terms of Use and Privacy Policy

On selecting the 'Search & Buy' option you will be presented with two options. Which one you choose will depend on how you want to search for your materials:

My Catalogues – allows you to search via category; and

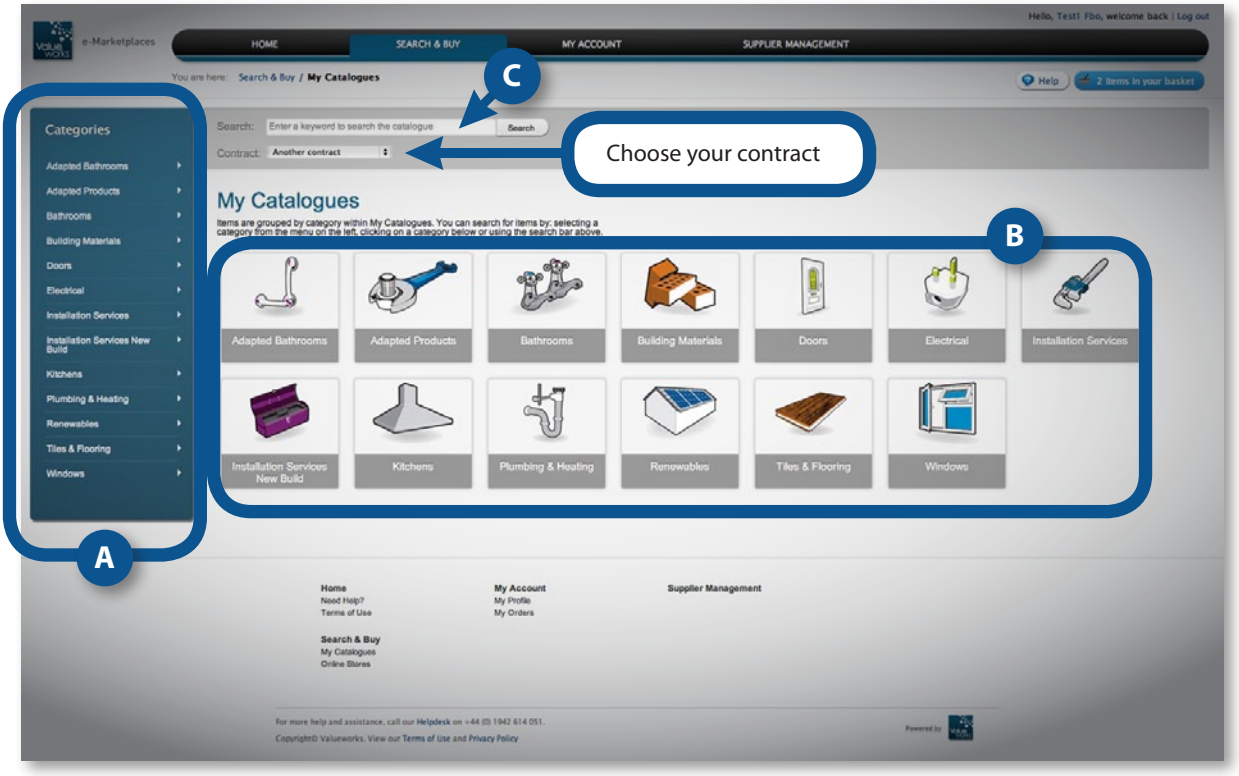
Online Stores – allows you to search via supplier.



3.1 My Catalogues

Step 1:

Select the 'My Catalogues' option.

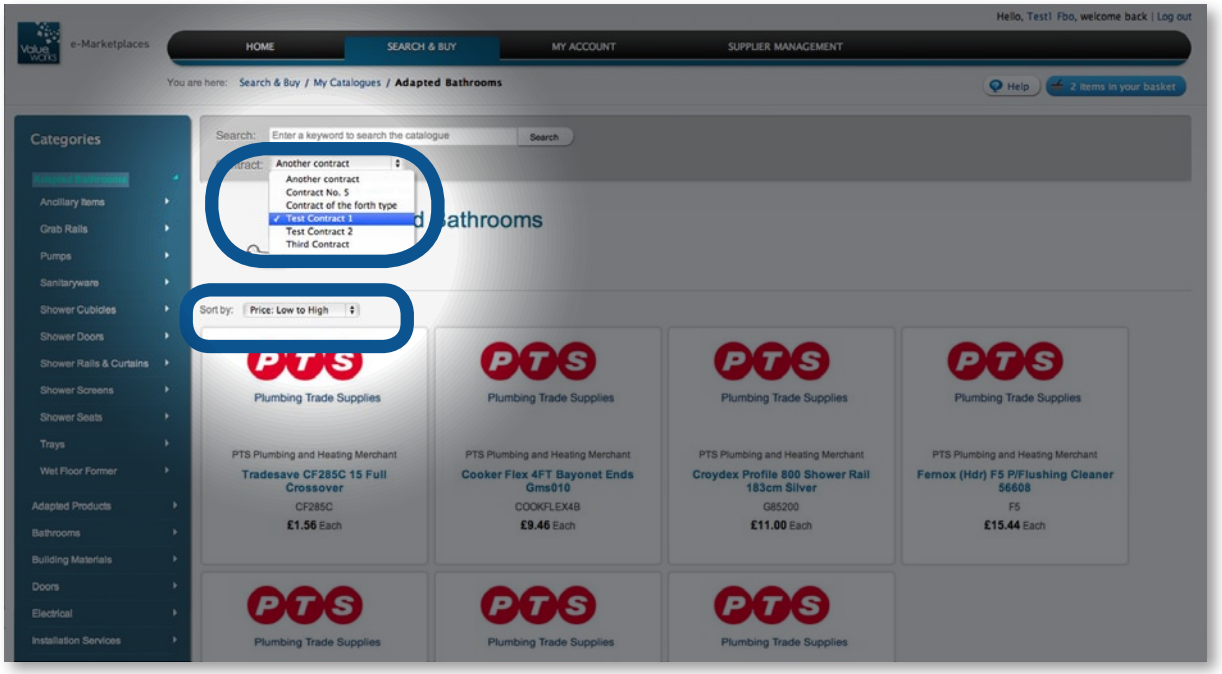


Step 2:

Choose the contract you are ordering against.

You can select your category from:

- **A** The menu on the left hand side of the page; (clicking on the arrows will take you to the product sub-categories);
- **B** From the icons on the main page; or
- **C** If you have a particular item you are looking for or know specifically which item you want, you can use the search facility at the top of the page .



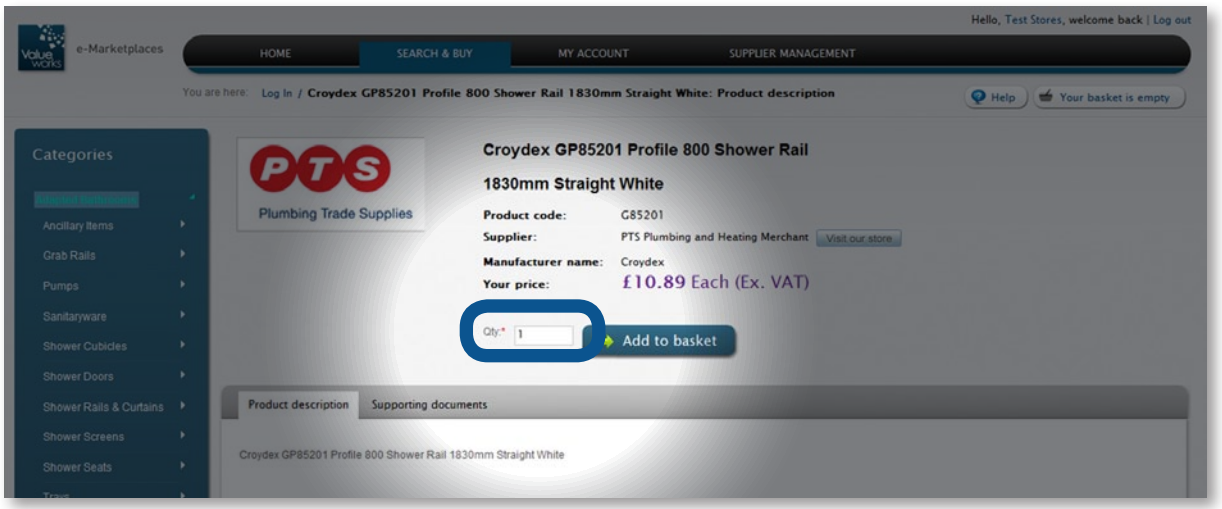
Step 3:

The items displayed are those within the contract selected. You can switch between contracts using the drop down menu under the search field.

You can change the way the items are sorted using the 'Sort by' drop down menu. They can be sorted by price or alphabetically by item name.

Step 4:

When you have found the item you are interested in you can select it by clicking it. This will take you to a page with further details about that item.

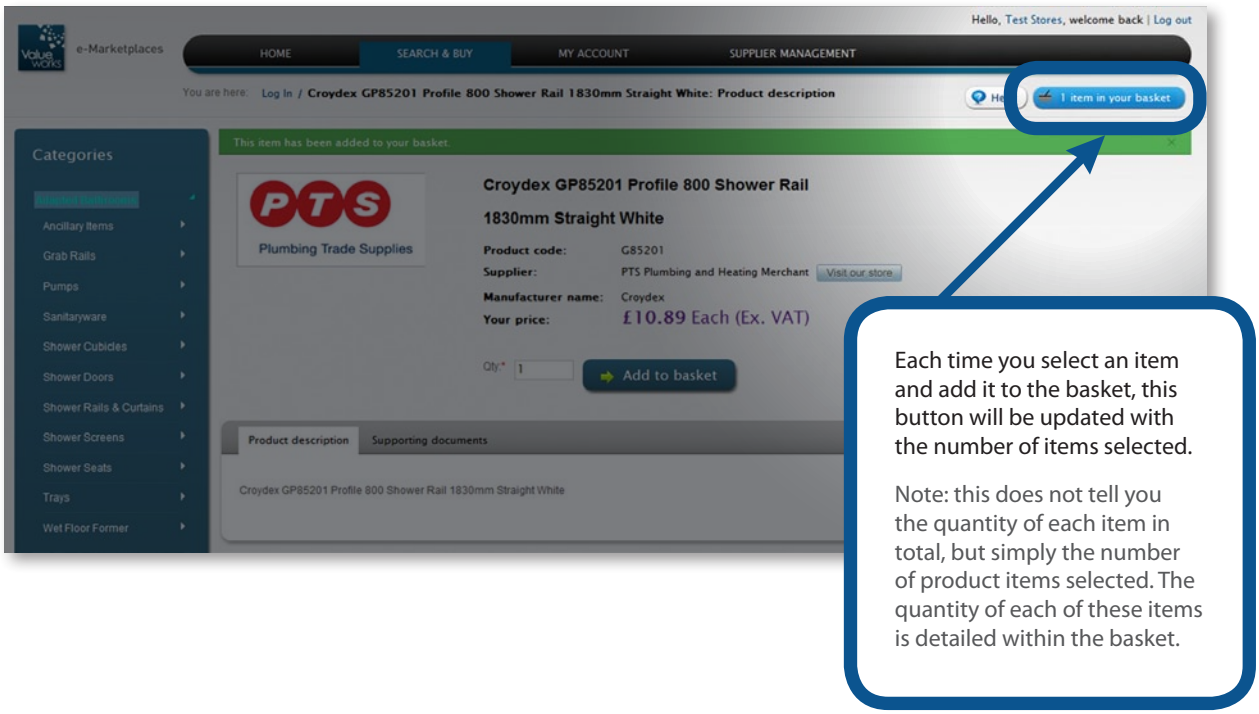

Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Log In / Croydex GP85201 Profile 800 Shower Rail 1830mm Straight White: Product description
Help
Your basket is empty
Categories
Plumbing Trade Supplies
Croydex GP85201 Profile 800 Shower Rail
1830mm Straight White
Product code: G85201
Supplier: PTS Plumbing and Heating Merchant
Visit our store
Manufacturer name: Croydex
Your price: £10.89 Each (Ex. VAT)
Qty:* 1
Add to basket
Product description
Supporting documents
Croydex GP85201 Profile 800 Shower Rail 1830mm Straight White

Here, you can specify how much of that item you want, through the 'Quantity' field.

Step 5:

Once the quantity is entered the items can be added to your basket by clicking the Add to basket button.

This will update your basket button within the header.


Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Log In / Croydex GP85201 Profile 800 Shower Rail 1830mm Straight White: Product description
1 item in your basket
Categories
This item has been added to your basket.
Ancillary Items
Grab Rails
Pumps
Sanitaryware
Shower Cubicles
Shower Doors
Shower Rails & Curtains
Shower Screens
Shower Seats
Trays
Wet Floor Former
Plumbing Trade Supplies
Croydex GP85201 Profile 800 Shower Rail
1830mm Straight White
Product code: G85201
Supplier: PTS Plumbing and Heating Merchant
Visit our store
Manufacturer name: Croydex
Your price: £10.89 Each (Ex. VAT)
Qty* 1
Add to basket
Product description
Supporting documents
Croydex GP85201 Profile 800 Shower Rail 1830mm Straight White
Each time you select an item and add it to the basket, this button will be updated with the number of items selected.
Note: this does not tell you the quantity of each item in total, but simply the number of product items selected. The quantity of each of these items is detailed within the basket.

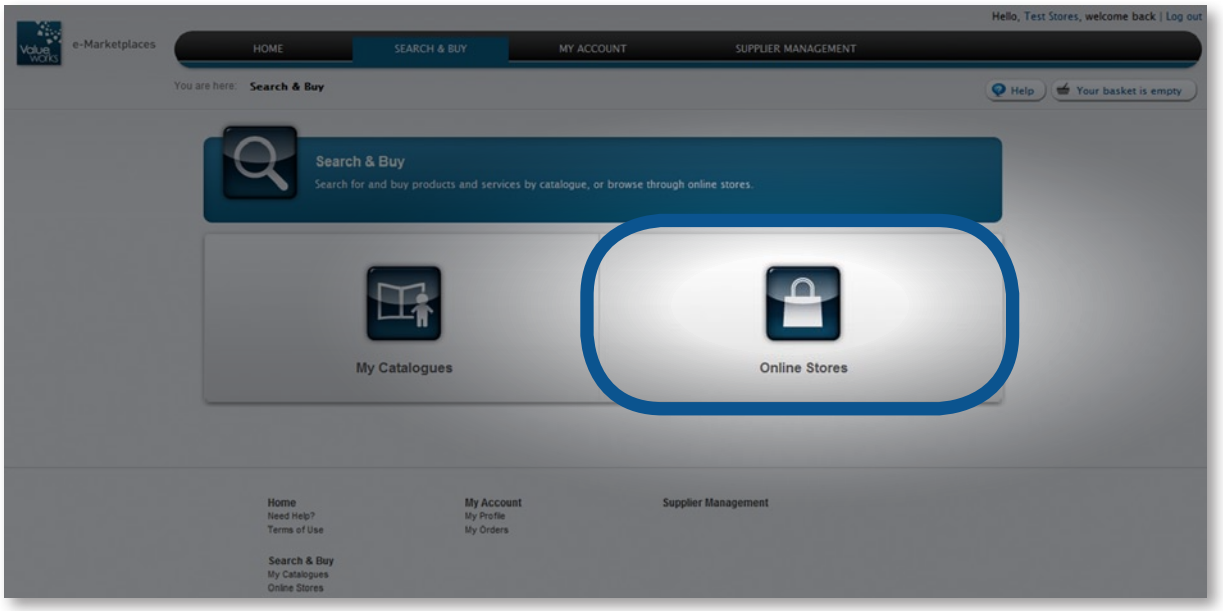
You can continue to browse the catalogues and add items by selecting an option from the menu to the left.

Items will only be added if you select the Add to basket button.

3.2 **Online Stores**

Step 1:

This section of the 'Search & Buy' area can be accessed by clicking on the option below:



Step 2:

Here, you can choose to view items by supplier or category. You can do this in the following ways:

- **A** Using the menu on the left hand side of the page; which will display all stores that supply items within a chosen category;
- **B** If you have a supplier that you are looking for, you can use the search facility at the top of the page; or
- **C** You can filter supplier stores alphabetically using the A – Z menu.

The stores displayed are those of suppliers that supply items on the contract selected. You can switch between contracts using the drop down menu under the search field.

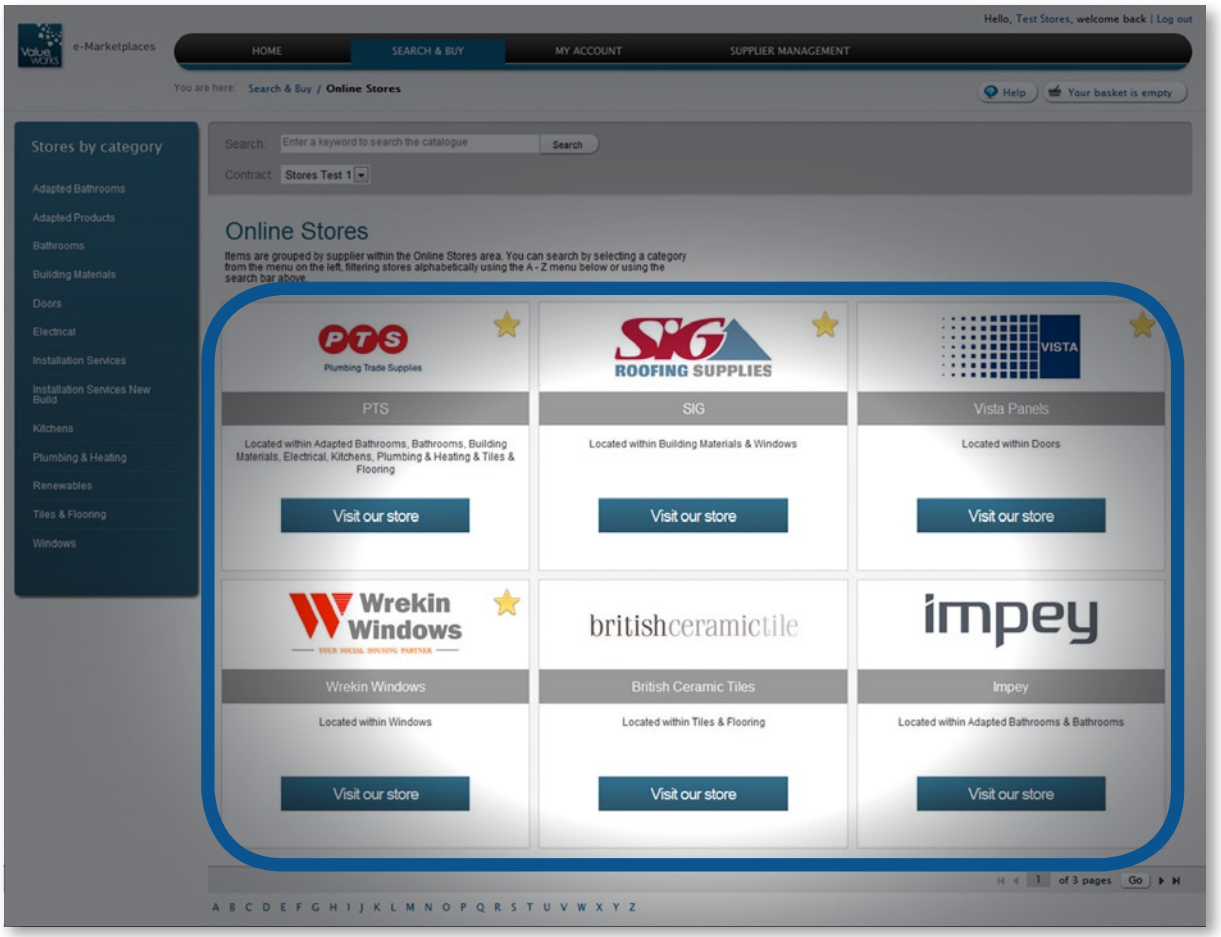
Stores will be displayed alphabetically; however there may be 'featured stores' which will be grouped on the first page when particular special offers are available. Featured stores are distinguished by their yellow star in the top right hand corner.

Step 3:

Click on a store to view all the items by that supplier that are available on the selected contract.

3.2.1 Standard Stores

If you select a standard store you will be shown the catalogue page of that store. From this point, the ordering process is the same as steps 3 to 5 of the 'My Catalogues' section.



3.2.2 Premium Stores

Premium stores work differently to standard stores. Upon selecting a Premium store from the 'Online Stores' section of Construction e-Marketplaces you will be linked to a page through which you can not only view and order that store's items, but also find out additional information about the supplier.

Premium stores have more than just an area where you can view the items they offer. They can also have other pages that contain information about the company, the services they offer and also a way to contact the supplier if you need to make an enquiry.

To view the store's catalogue select the 'View Catalogues' link.

Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Search & Buy / Online Stores / PTS: About us
Help
About us
Our services
View catalogues
Make an enquiry
PTS
Plumbing Trade Supplies
PTS supply a comprehensive range of plumbing, heating, sanitaryware and renewable energy products to a wide range of public and private sector customers, from national house builders to the sole trading plumber.
With 300 branches nationwide, we understand the importance of having trade counters in the right locations. Our strategy has always been to open in areas where demand is high, so our customers do not have to drive more than 20 minutes for their supplies. But a PTS branch is much more than its location. Each one has the right expertise and information in place to provide support and advice to our customers, as well as offering an extensive range of products.
Understanding what our customers need to do their jobs and how the industry operates is key to the success of PTS. By listening, being proactive to meet the needs of customers and building relationships on the trade counter through experienced and knowledgeable staff, we have stayed at the forefront of the plumbing and heating industry.
Every effort is taken to make the life of our customers easier, from strengthening our distribution network, to ensuring free next day delivery on all orders, to restructuring the index of our Price Guide.
Being a leading merchant is about providing added value to every customer and thanks to our trained staff and excellent locations, we have been able to make support and advice part of our standard daily service.

From this point the individual stores' ordering processes are the same as steps 3 to 5 of the 'My Catalogues' section.

If you would like to make any enquiries to the supplier select the 'Make an enquiry' link.

4.0 **Ordering**

The process of purchasing an item follows 3 steps:

1. My Basket;
2. Delivery and Billing; and
3. Overview.

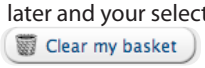
4.1 **My Basket**

Step 1:

When you are happy with your selection, or if you just want to view your basket, select the basket button in the header.

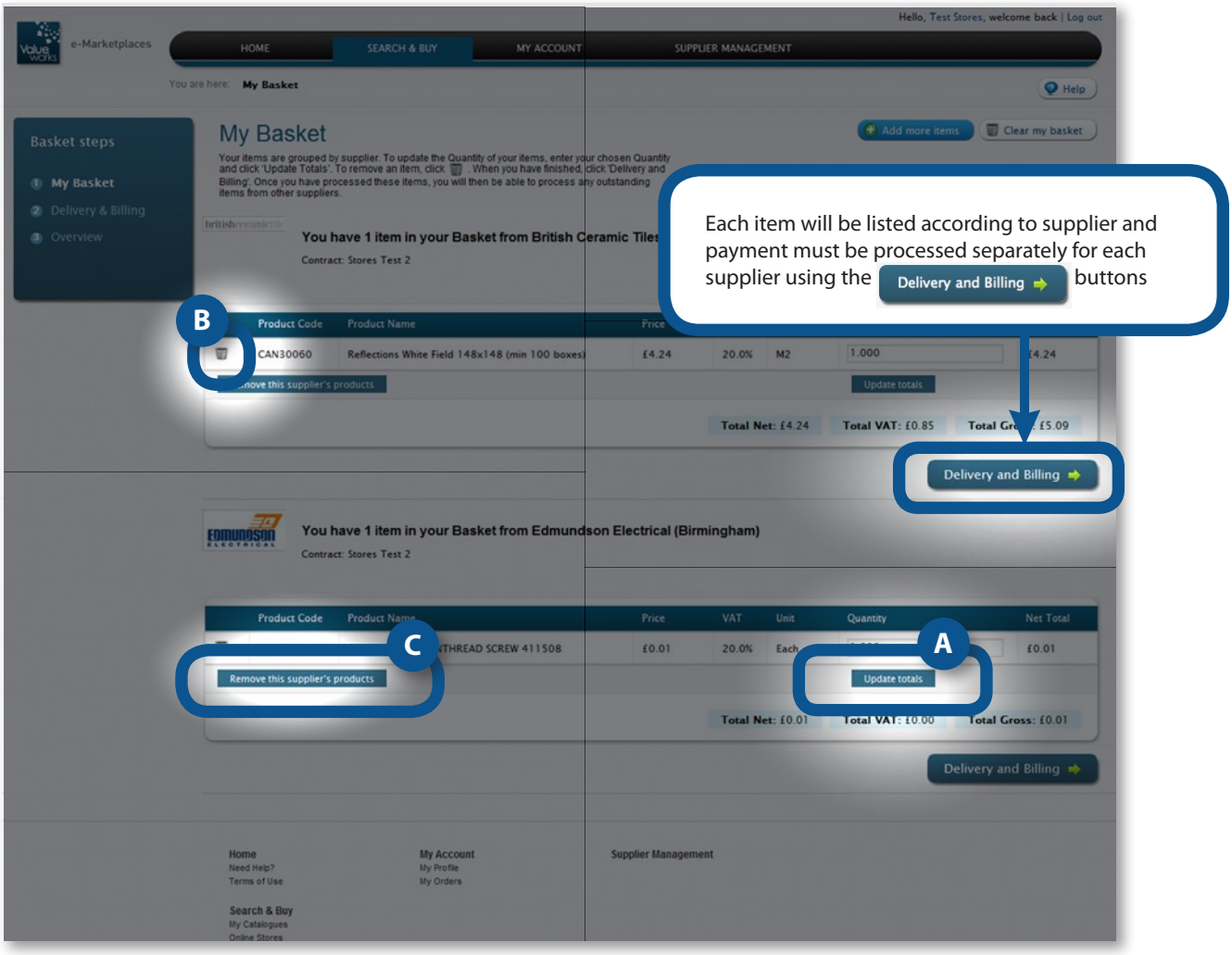
If you want to clear your basket and start again, click here
Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: My Basket
Help
Add more items
Clear my basket
Basket steps
My Basket
Delivery & Billing
Overview
My Basket
Your items are grouped by supplier. To update the Quantity of your items, enter your chosen Quantity and click 'Update Totals'. To remove an item, click . When you have finished, click 'Delivery and Billing'. Once you have processed these items, you will then be able to process any outstanding items from other suppliers.
You have 1 item in your Basket from Edmundson Electrical (Birmingham)
Contract: Stores Test 2
Product Code
Product Name
Price
VAT
Unit
Quantity
Net Total
411508
8X1.1/2 POZI TWINTHREAD SCREW 411508
£0.01
20.0%
Each
1.000
£0.01
Remove this supplier's products
Update totals
Total Net: £0.01
Total VAT: £0.00
Total Gross: £0.01
Delivery and Billing
The contract which the items relate to will be displayed

If you want to continue shopping select this button

You do not have to purchase the items straight away. You can logout and come back later and your selection will be remembered in your basket unless you select the 

button.

This is how your basket will look if you are placing orders with more than one supplier:


Each item will be listed according to supplier and payment must be processed separately for each supplier using the Delivery and Billing buttons
Delivery and Billing
B
C
A
Update totals
Remove this supplier's products

A You can change the quantity of an item here before buying. Simply change the quantity and select the Update totals button.

B Click the bin icon to remove an individual item.

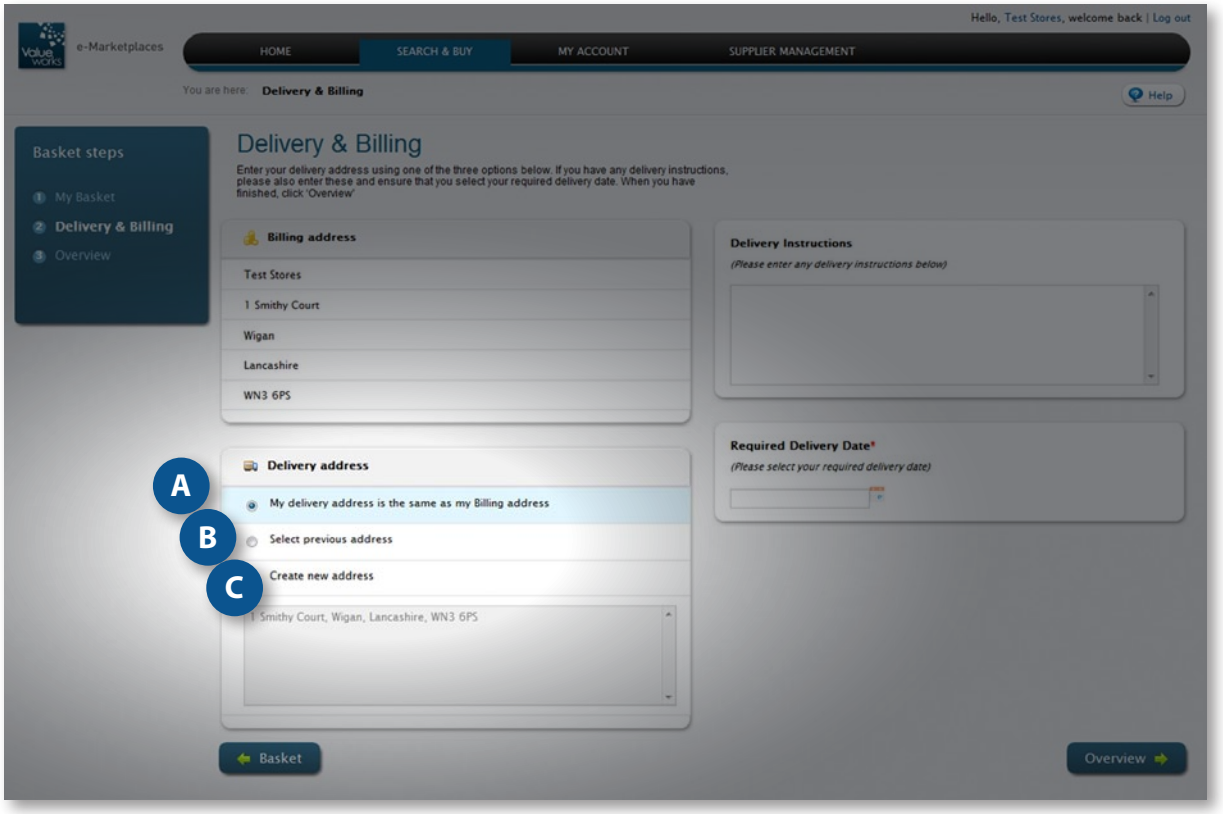
C If you want to remove all the items from one supplier, select the Remove this supplier's products button.

Step 2:

4.2 Delivery and Billing

If you click the Delivery and Billing button, the 'Delivery and Billing' page for that particular supplier will be displayed.

Address details…

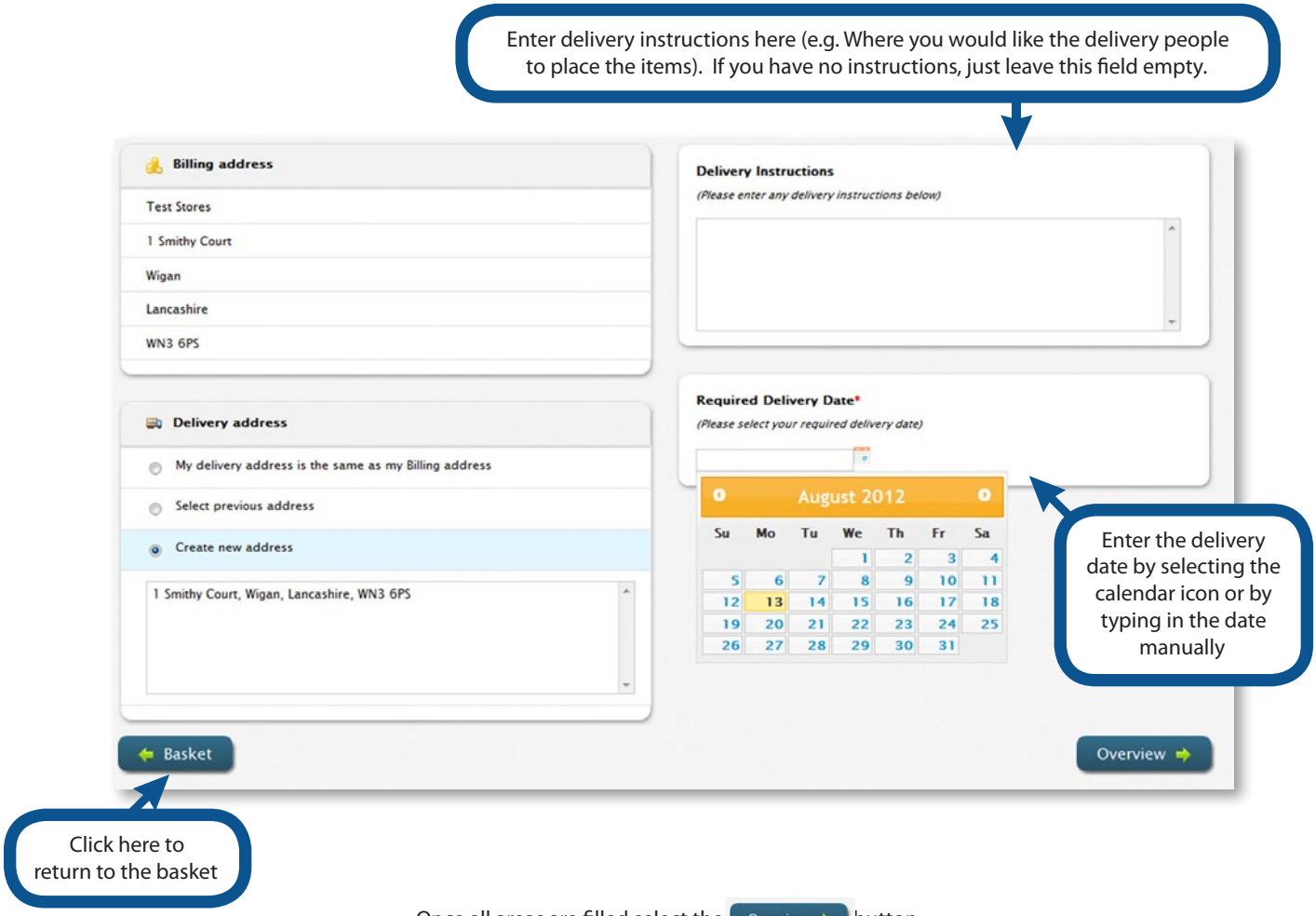


There are 3 options for delivery:

- **A** Delivery address is the same as the billing address (selected by default);
- **B** Select a previous address (if an address has already been used in the past when ordering); or
- **C** Create a new address. To enter a new address, select this option; this allows you to type in any address you'd like in the address window.

If your delivery address is the same as your billing address then nothing needs to be done. This address should be displayed in the address window.

Delivery instructions…


Enter delivery instructions here (e.g. Where you would like the delivery people to place the items). If you have no instructions, just leave this field empty.
Billing address
Test Stores
1 Smithy Court
Wigan
Lancashire
WN3 6PS
Delivery address
My delivery address is the same as my Billing address
Select previous address
Create new address
1 Smithy Court, Wigan, Lancashire, WN3 6PS
Delivery Instructions
(Please enter any delivery instructions below)
Required Delivery Date*
(Please select your required delivery date)
August 2012
Su Mo Tu We Th Fr Sa
Enter the delivery date by selecting the calendar icon or by typing in the date manually
Basket
Overview
Click here to return to the basket

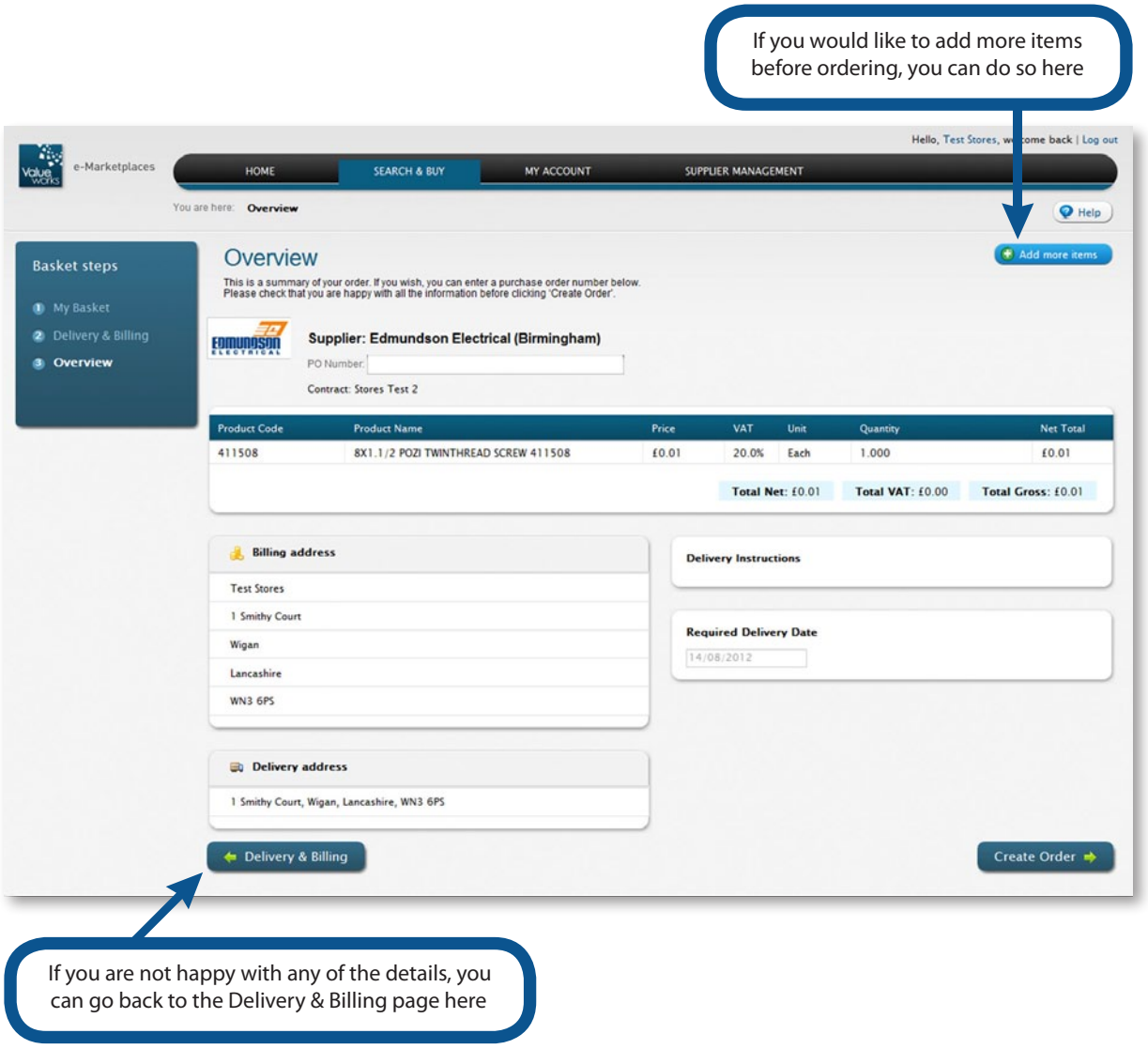
Once all areas are filled select the Overview button.

Step 3:

4.3 **Overview**

This page is for viewing only, to ensure that you are happy with the order.

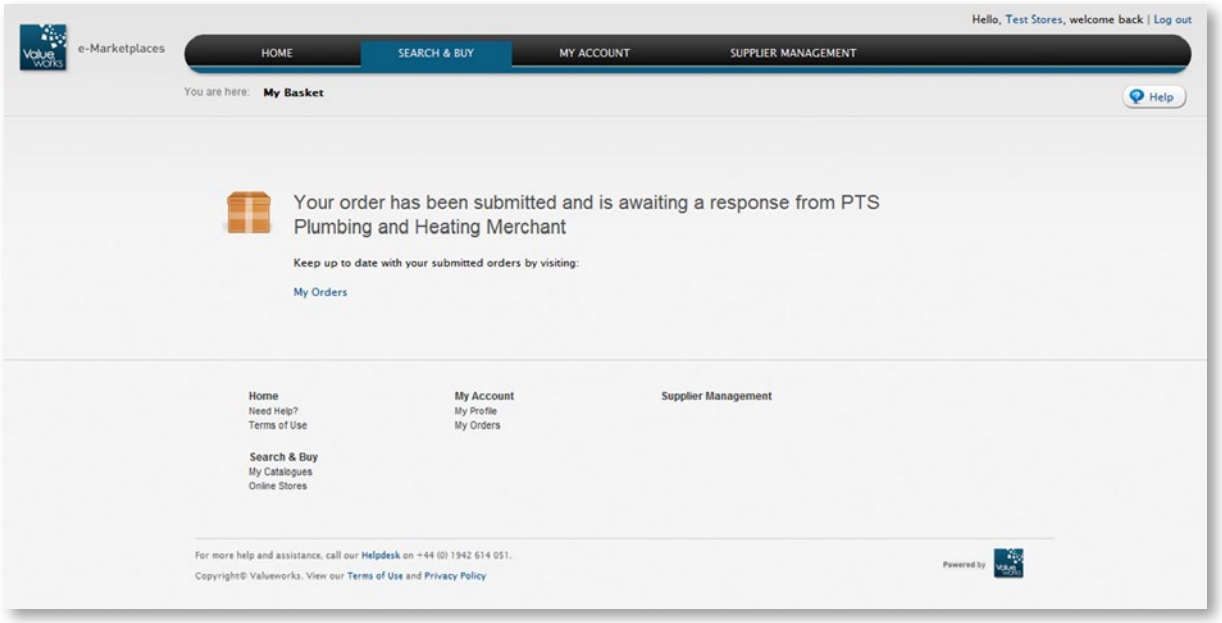
You can enter your PO number if you like, but it is not mandatory.



If all the details are correct and you want to finish the order, select the Create Order button.

4.4 Submitted Orders

If you have no further orders to process you will receive a message similar to the one on the next page:


Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: My Basket
Help
Your order has been submitted and is awaiting a response from PTS Plumbing and Heating Merchant
Keep up to date with your submitted orders by visiting:
My Orders
Home
Need Help?
Terms of Use
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
For more help and assistance, call our Helpdesk on +44 (0) 1942 614 051.
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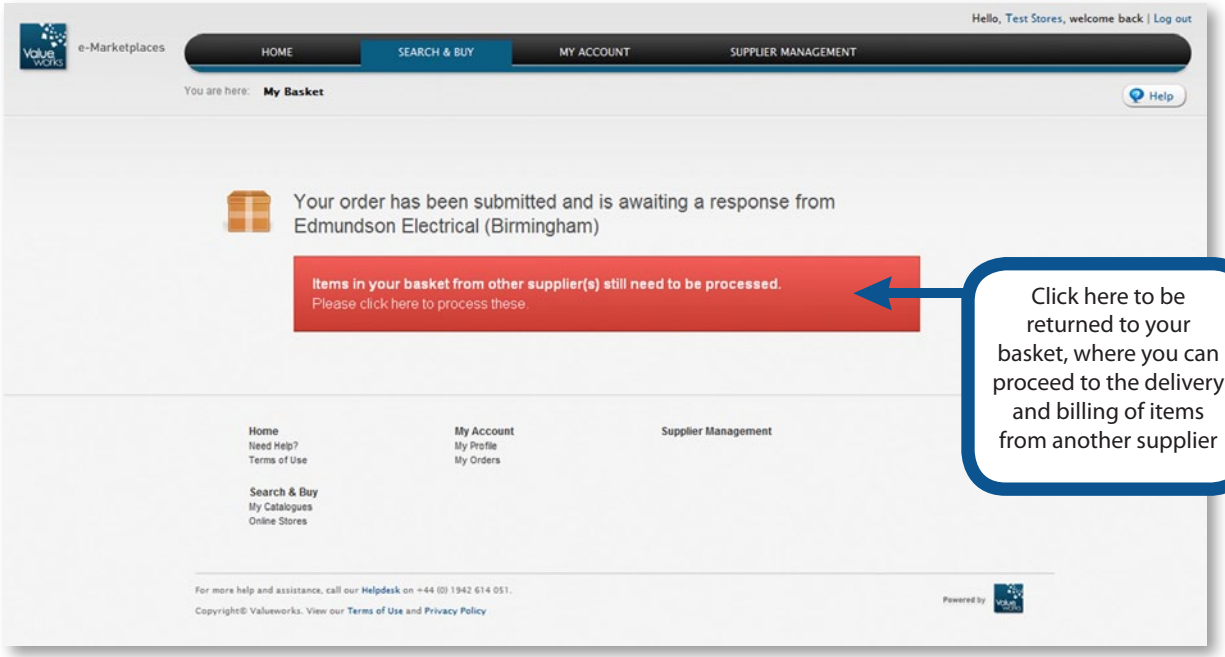
Powered by

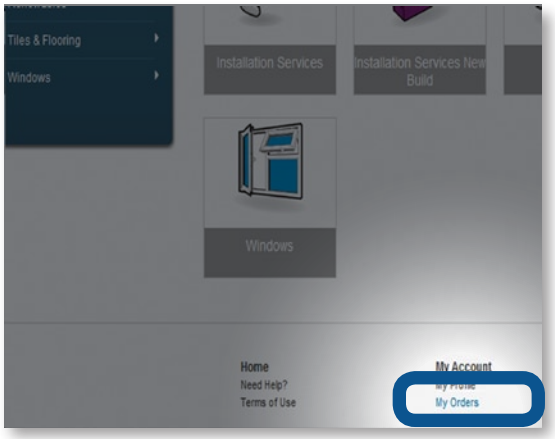
If you have further orders to process from different suppliers you will get a message similar to the one below.


Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: My Basket
Help
Your order has been submitted and is awaiting a response from Edmundson Electrical (Birmingham)
Items in your basket from other supplier(s) still need to be processed.
Please click here to process these.
Click here to be returned to your basket, where you can proceed to the delivery and billing of items from another supplier
Home
Need Help?
Terms of Use
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
For more help and assistance, call our Helpdesk on +44 (0) 1942 614 051.
Copyright© Valueworks. View our Terms of Use and Privacy Policy
Powered by

Keep up to date with your submitted orders by visiting My Orders, either through My Account in the area headers:

Click on 'My Account' in the header...

...then 'My Orders' to view your orders



Or through the footer at the bottom of the page.

If you click the 'My Orders' link you will be directed to Construction e-Marketplaces, where you will be automatically logged in. You can then navigate to the 'Pending Confirmation' or 'Pending Delivery' areas to see your submitted orders.

5.0 **My Profile**

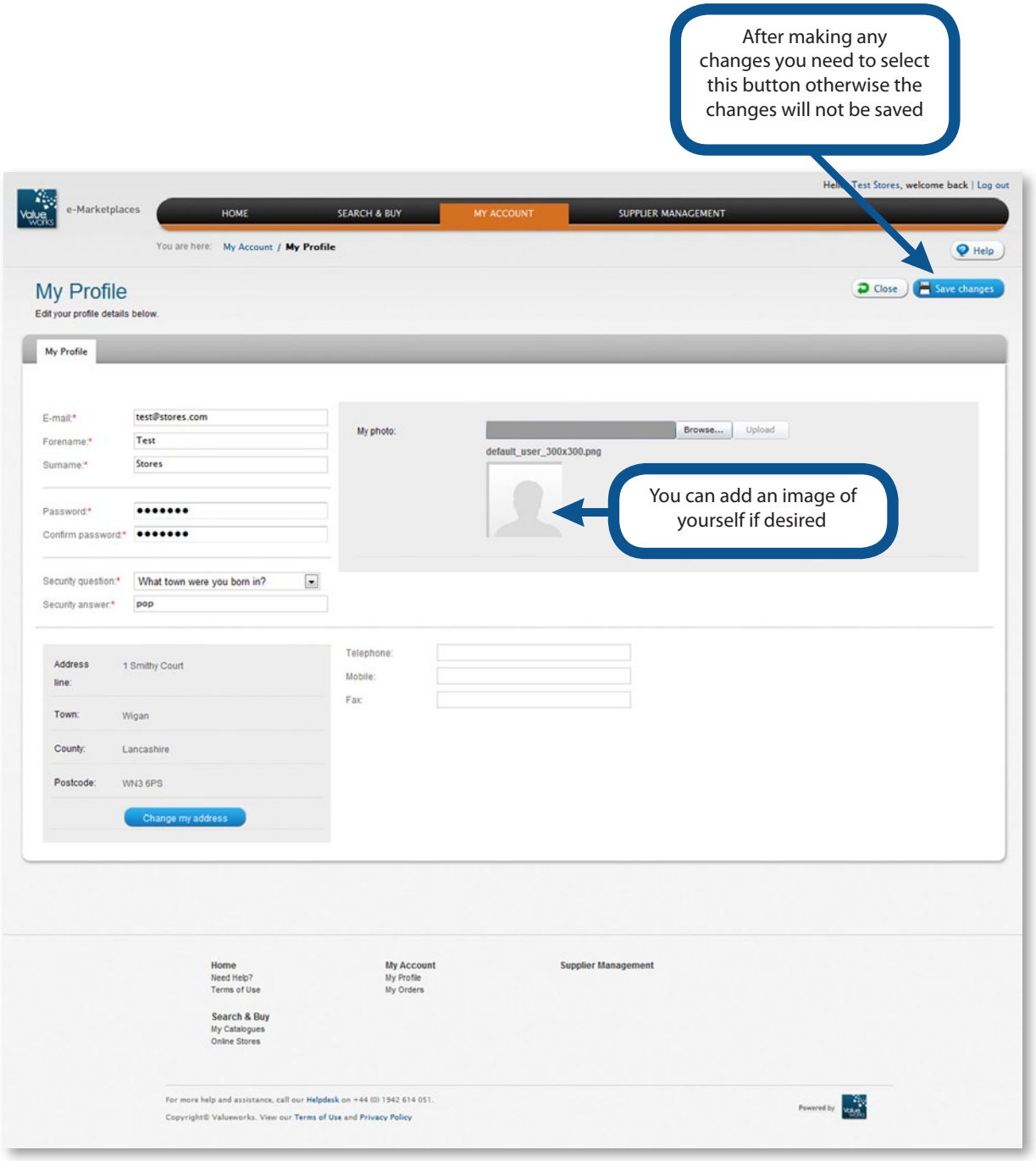
The 'My Profile' page enables you to view and make changes to any of the details you entered during registration, such as your email (which is the same as your username) and password.

Step 1:

The screen below shows the different routes you can use to get to 'My Profile':

- **A** Through the header menu bar by selecting 'My Account', then selecting 'My Profile'.
- **B** By clicking on your name in the header. This takes you directly to the 'My Profile' page.
- **C** By clicking on your name in the Login/Logout area.
- **D** From the footer. You can either select 'My Account' and then select 'My Profile' as above, or you can go straight to it by selecting 'My Profile' from the footer .

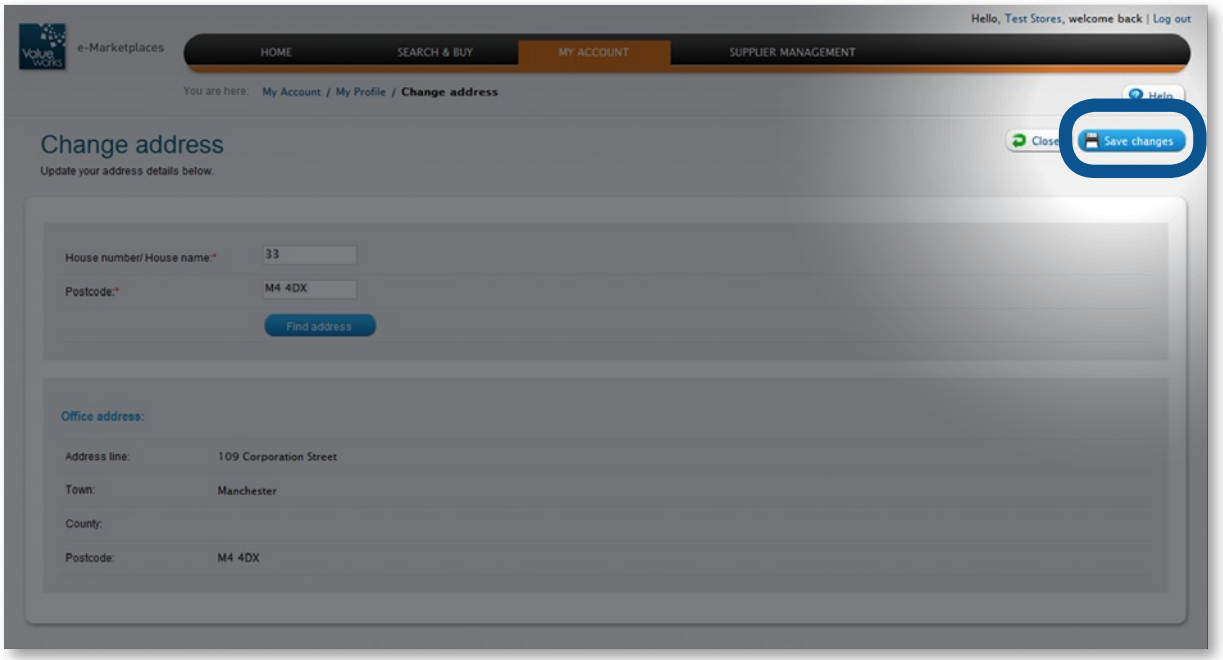
Step 2:

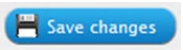


To change your address, select the Change my address button.

From the 'Change address' page following, you can then alter your address. Simply enter a new house number/name and postcode, and then select Find address:

Hello, Test Stores, welcome back | Log out
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: My Account / My Profile / Change address
Help
Change address
Update your address details below.
Close
Save changes
House number/ House name:*
Postcode:*
Find address
Office address:
Address line: 1 Smithy Court
Town: Wigan
County: Lancashire
Postcode: WN3 6PS
To save this new address select click here
House number/ House name:* 33
Postcode:* M4 4DX
Find address
The results for the postcode M4 4DX are below. Please select your address by clicking
Address
109 Corporation Street, Manchester, M4 4DX
113 Corporation Street, Manchester, M4 4DX
111 Corporation Street, Manchester, M4 4DX
Select an address by clicking on the green tick by the correct line



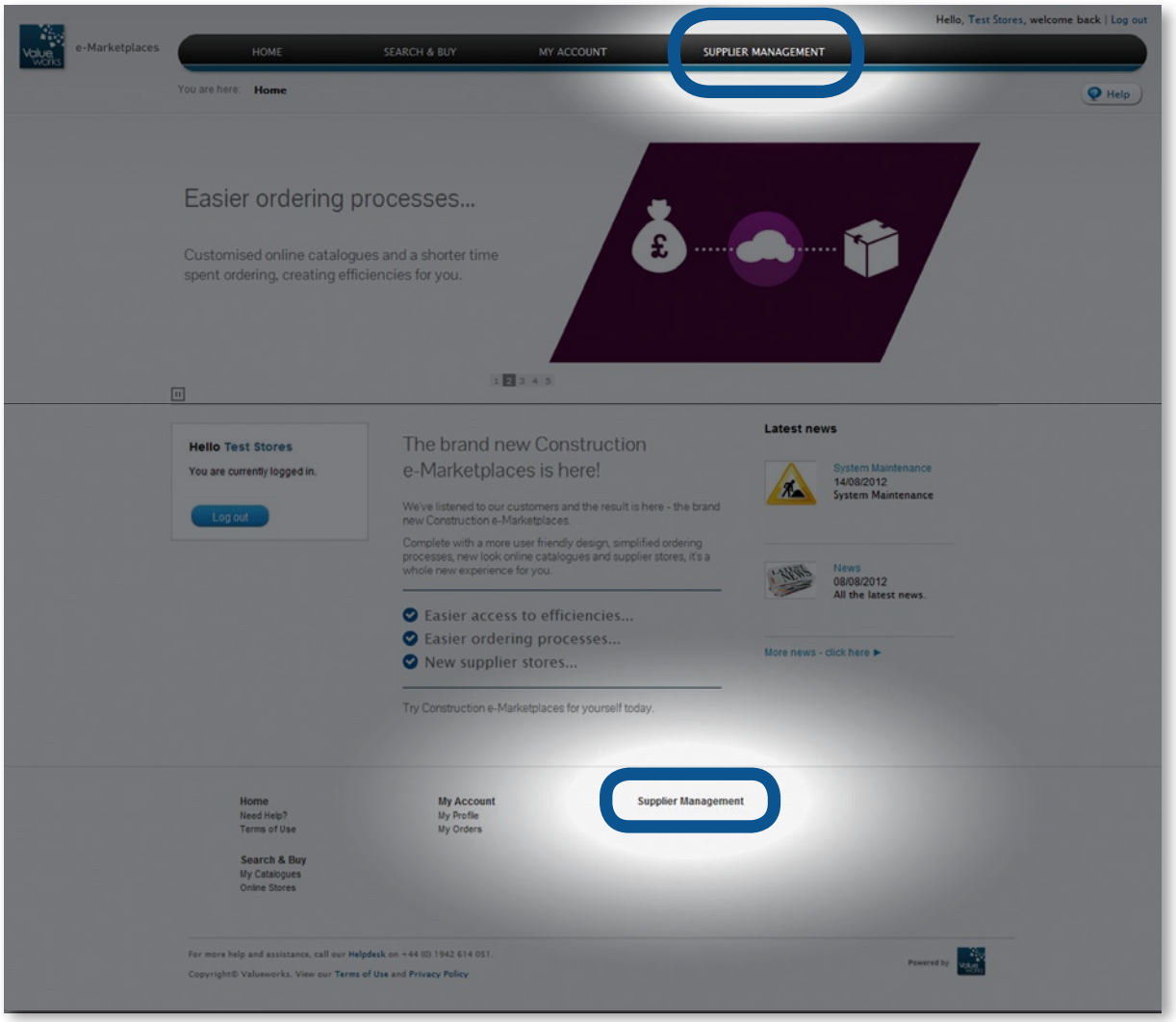
You will be returned to the 'My Profile' page, but you will still have to select 

here, otherwise the address will not be saved .

6.0 **Supplier Management**

If you are a supplier who also has access to the Category Management area, you can now access MyDesktop directly from Construction e-Marketplaces.

Once you have logged on using your Construction e-Marketplaces login, click on 'Supplier Management' in the header or from the footer.


e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
Hello, Test Stores, welcome back | Log out
You are here: Home
Help
Easier ordering processes...
Customised online catalogues and a shorter time spent ordering, creating efficiencies for you.
Hello Test Stores
You are currently logged in.
Log out
The brand new Construction e-Marketplaces is here!
We've listened to our customers and the result is here - the brand new Construction e-Marketplaces.
Complete with a more user friendly design, simplified ordering processes, new look online catalogues and supplier stores, it's a whole new experience for you.
Easier access to efficiencies...
Easier ordering processes...
New supplier stores...
Try Construction e-Marketplaces for yourself today.
Latest news
System Maintenance
14/08/2012
System Maintenance
News
08/08/2012
All the latest news.
More news - click here
Home
Need Help?
Terms of Use
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
For more help and assistance, call our Helpdesk on +44 (0) 1942 614 051.
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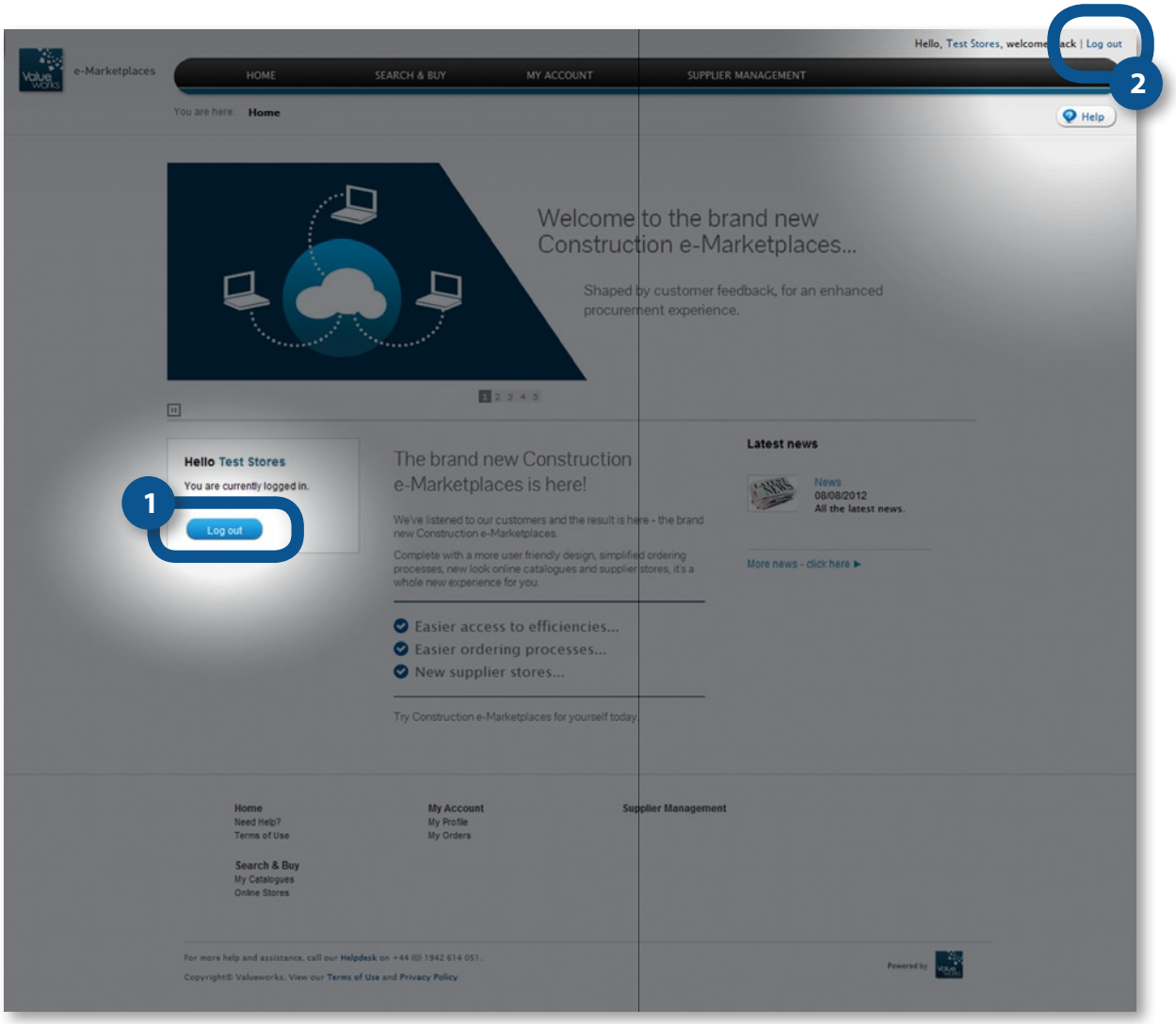
Once selected you will be taken to MyDesktop and prompted to log in.

7.0 Logging out of Construction e-Marketplaces

Once you have finished your session there are two ways you can logout:

1. By clicking the Log out button on your homepage; or
2. By selecting the 'Log out' link in the header from any page you are on.


Hello, Test Stores, welcome back | Log out
2
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Home
Help
Welcome to the brand new Construction e-Marketplaces...
Shaped by customer feedback, for an enhanced procurement experience.
Hello Test Stores
You are currently logged in.
Log out
1
The brand new Construction e-Marketplaces is here!
We've listened to our customers and the result is here - the brand new Construction e-Marketplaces.
Complete with a more user friendly design, simplified ordering processes, new look online catalogues and supplier stores, it's a whole new experience for you.
Easier access to efficiencies...
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Try Construction e-Marketplaces for yourself today
Latest news
News
08/08/2012
All the latest news.
More news - click here
Home
Need Help?
Terms of Use
Search & Buy
My Catalogues
Online Stores
My Account
My Profile
My Orders
Supplier Management
For more help and assistance, call our Helpdesk on +44 (0) 1942 614 051.
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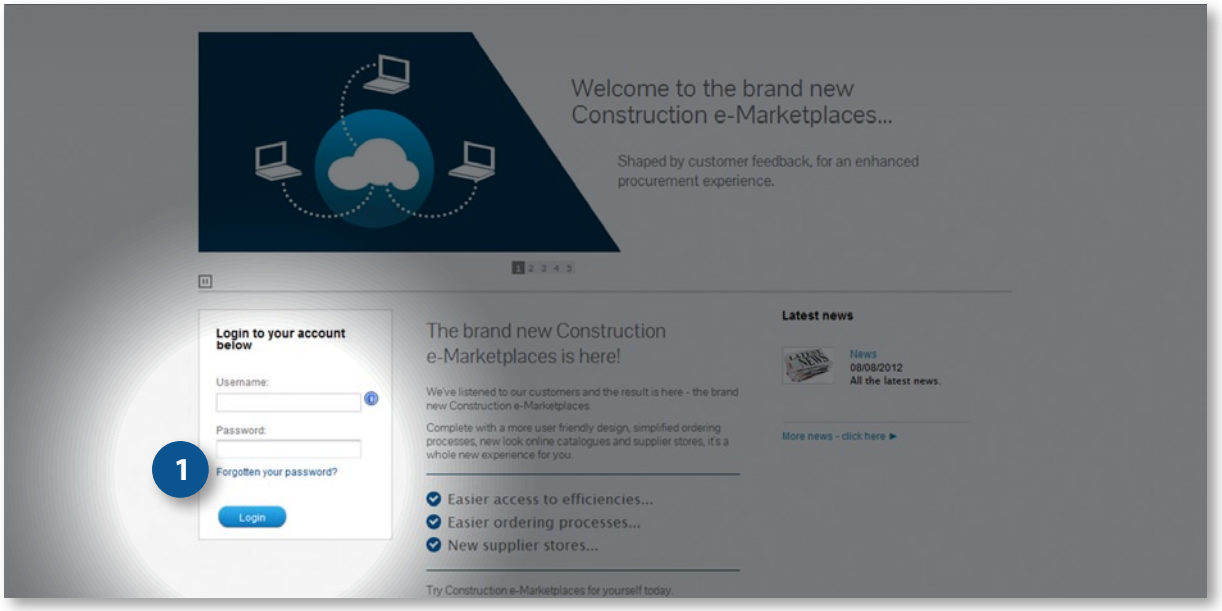
8.0 **Password Retrieval**

If you forget your password it can easily be reset and sent to you by email. Just follow these easy steps and you will be able to log back in in no time.

If your username does not match your email address, please contact the Valueworks Helpdesk to reset your password: helpdesk@valueworks.co.uk or 01942 614 051.

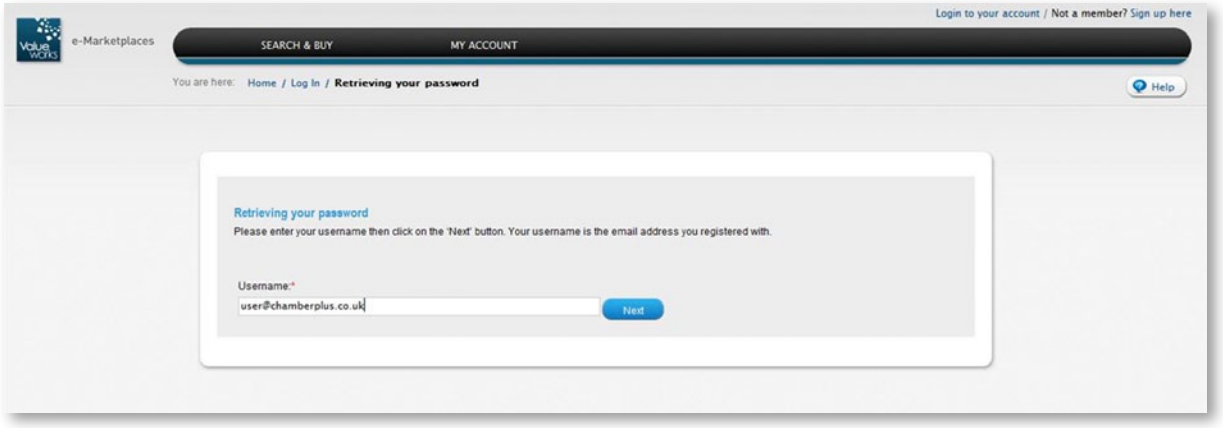
Step 1:

From the Construction e-Marketplaces homepage select the 'Forgotten your password?' link within the login area 1:


Welcome to the brand new Construction e-Marketplaces...
Shaped by customer feedback, for an enhanced procurement experience.
Login to your account below
Username:
Password:
1
Forgotten your password?
Login
The brand new Construction e-Marketplaces is here!
We've listened to our customers and the result is here - the brand new Construction e-Marketplaces.
Complete with a more user friendly design, simplified ordering processes, new look online catalogues and supplier stores, it's a whole new experience for you.
Easier access to efficiencies...
Easier ordering processes...
New supplier stores...
Try Construction e-Marketplaces for yourself today.
Latest news
News
08/08/2012
All the latest news.
More news - click here

Step 2:

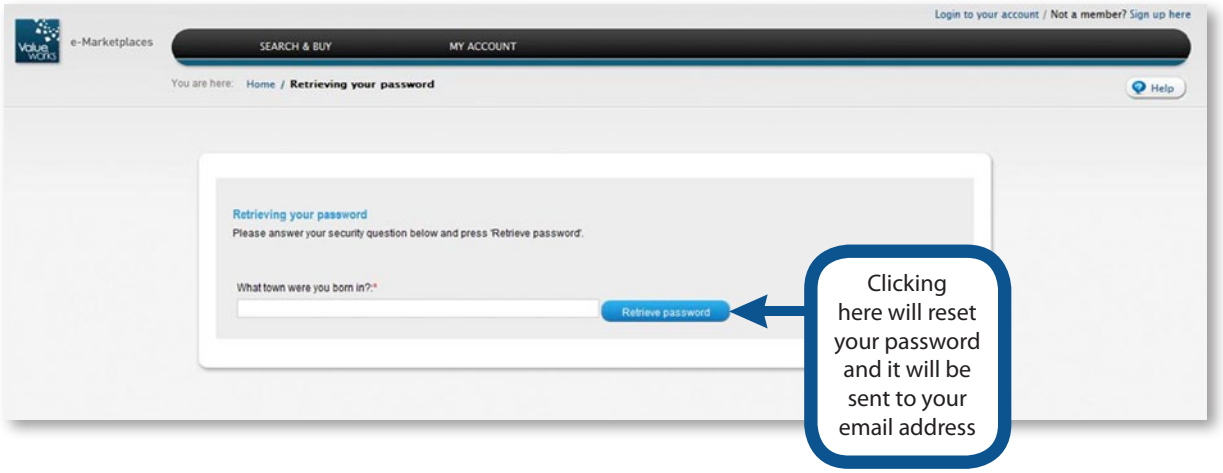
From the 'Retrieving your password' page enter your username, then select Next


Login to your account / Not a member? Sign up here
e-Marketplaces
SEARCH & BUY
MY ACCOUNT
You are here: Home / Log In / Retrieving your password
Help
Retrieving your password
Please enter your username then click on the 'Next' button. Your username is the email address you registered with.
Username:*
user@chamberplus.co.uk
Next

Step 3:

You may be presented with a security question which you selected and answered during the registration process.

You will need to answer this question exactly as you set it. If you have never set a security question, do not worry; the system will recognise this and this step will be skipped.


Login to your account / Not a member? Sign up here
e-Marketplaces
SEARCH & BUY
MY ACCOUNT
You are here: Home / Retrieving your password
Help
Retrieving your password
Please answer your security question below and press 'Retrieve password'.
What town were you born in?:*
Retrieve password
Clicking here will reset your password and it will be sent to your email address

Step 4:

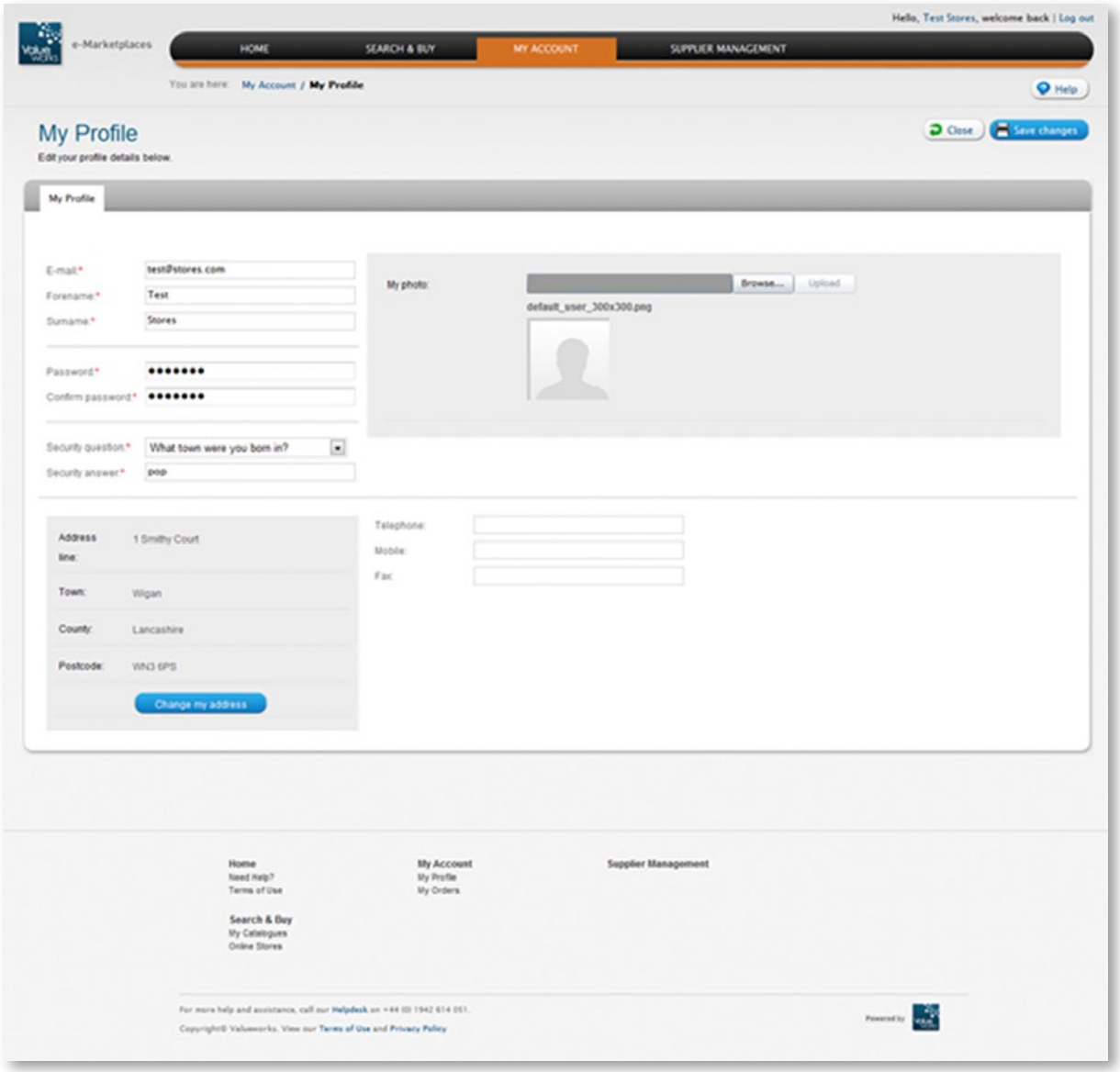
Open the email.

Return to Construction e-Marketplaces' homepage and login using your username and this new password.

You should be successfully logged into your account.

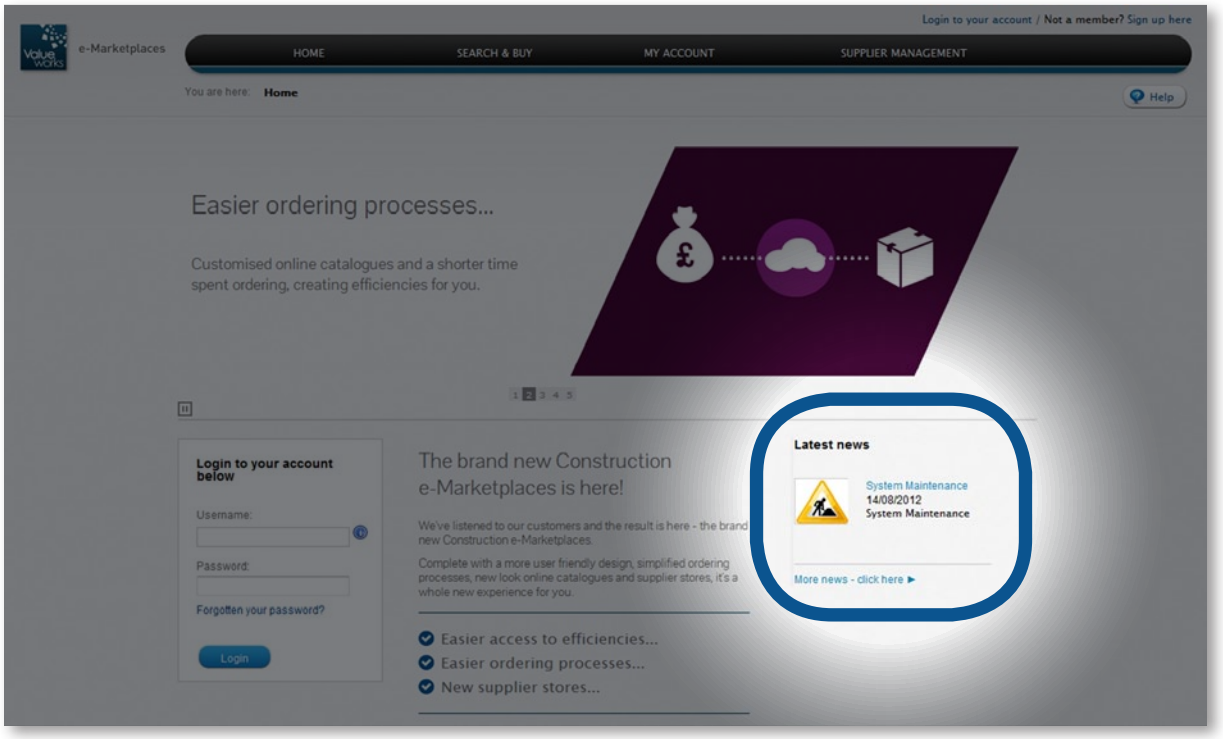
Step 5:

You can then change your password to something more memorable by going to 'My Account/My Profile' below:



9.0 **News Articles**

All the latest news and important information about Construction e-Marketplaces can be seen in the Latest News section on the homepage.


Login to your account / Not a member? Sign up here
e-Marketplaces
HOME
SEARCH & BUY
MY ACCOUNT
SUPPLIER MANAGEMENT
You are here: Home
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Easier ordering processes...
Customised online catalogues and a shorter time spent ordering, creating efficiencies for you.
Login to your account below
Username:
Password:
Forgotten your password?
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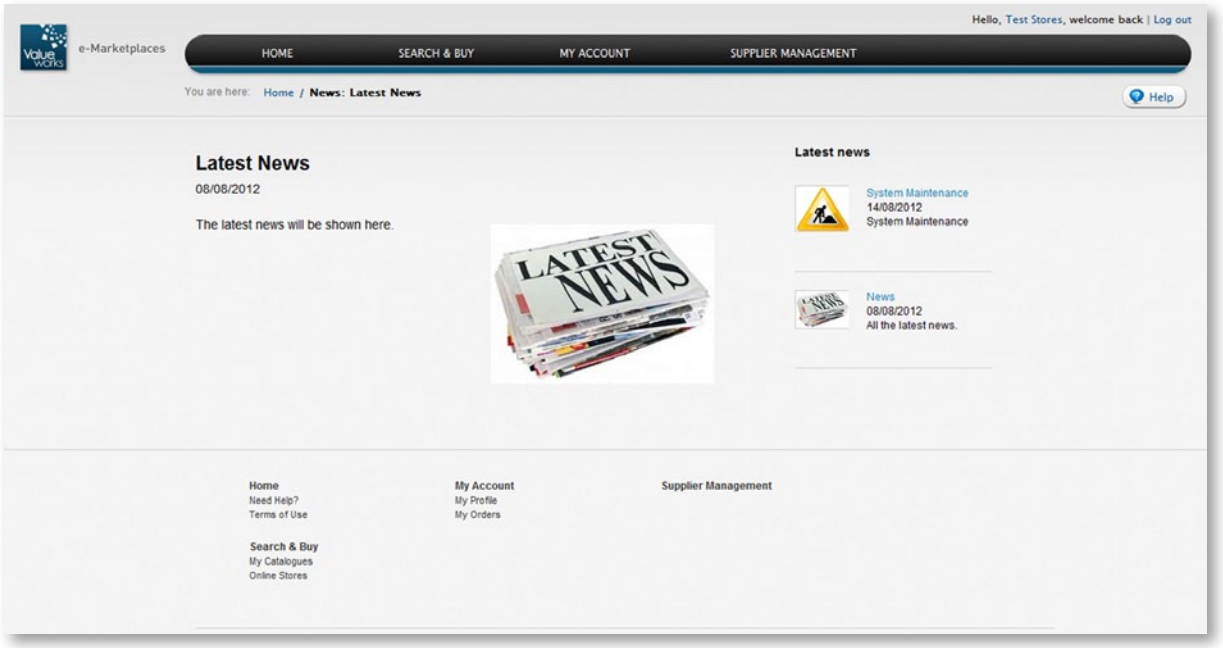
Easier access to efficiencies...
Easier ordering processes...
New supplier stores...
Latest news
System Maintenance
14/08/2012
System Maintenance
More news - click here ►



To view older articles click the 'More news – click here' link.

10.0 **Need Help?**

If you have any questions about Construction e-Marketplaces please contact the Helpdesk Team:

e-mail: helpdesk@valueworks.co.uk

Tel: 01942 614 051